

**WEALDEN DISTRICT COUNCIL
CONFIDENTIAL POLICE ENQUIRY. HOME OFFICE CIRCULAR 60/1995
APPLICATION FOR REGISTRATION AS A DOOR SUPERVISOR POLICE REF:**

SECTIONS A TO D, TO BE COMPLETED BY THE APPLICANT IN CAPITAL LETTERS OR TYPE

- A. It has been explained to me that the grant of registration is subject to a Police Record Check. I understand that spent convictions are not taken into account by the licensing authority. I hereby declare that the information given below is true, and give my consent to a Police Record Check being made. (Note: Please first read the "Statement of Policy about Relevant Convictions" which is enclosed.)

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations which handle public funds.

RETURN THIS FORM TO WEALDEN DISTRICT COUNCIL, VICARAGE LANE, HAILSHAM, EAST SUSSEX, BN27 2AX.

Signature Date

Home or contact telephone no..... Work tel no.

Place of work (as a door supervisor).....

National Insurance Number

- B. Surname SEX: MALE/FEMALE

ALL FORENAMES

MAIDEN NAME/PREVIOUS SURNAMES

DATE OF BIRTH TOWN & COUNTY OF BIRTH

- C. ADDRESSES LAST FIVE YEARS (Continue on a separate piece of paper if necessary)

PRESENT ADDRESS

.....

PREVIOUS ADDRESS

..... FROM

PREVIOUS ADDRESS

..... FROM

PREVIOUS ADDRESS

..... FROM

- D. Have you been refused registration in the past, either here or in any other area?
YES/NO

If yes, when and where

Are there any criminal proceedings against you pending? YES/NO
(now turn to the reverse of this form to continue D)

D continued

If YES, date of hearing

Name of Court

Have you ever been CAUTIONED by the Police, or CONVICTED by a Court for ANY OFFENCE INCLUDING spent convictions? YES/NO

If YES, provide details below, including approximate date, the offence and the Court or Police force which dealt with you. (Continue on a separate piece of paper if necessary)

.....
.....
.....
.....
.....
.....

E. TO BE COMPLETED BY THE NOMINATED OFFICER

The details provided have been verified and I am satisfied that they are accurate. The subject has not been checked previously/was last checked on/...../.....

Signed Date

Name (In Capitals) Official Title

THIS SECTION FOR POLICE USE ONLY

PNC/NIS records only have been checked against the applicant's details:

No Trace on the details supplied

The person may be identical with the person whose criminal record is attached

Signed Date

Nominated Officer (Address)

The Disclosure Unit,
Sussex House,
Crowhurst Road,
Hollingbury,
BRIGHTON,
East Sussex,
BN1 8AF.

CONFIDENTIAL
Mrs. J.L. Stannard,
Licensing Officer,
Environmental Services,
Wealden District Council,
Council Offices,
Vicarage Lane,
HAILSHAM,
East Sussex, BN27 2AX.

STATEMENT OF POLICY ABOUT RELEVANT CONVICTIONS

When submitting an application for registration as a door supervisor you are asked to declare any convictions or cautions you may have, including those which are regarded as "spent" under the Rehabilitation of Offenders Act 1974.

The information you give will be treated in confidence and will only be taken into account in relation to your application.

You should be aware that the Council will check with the police for the existence and content of any criminal record held in the name of an applicant. Information received from the police will be kept in strict confidence while the registration process takes its course and will be retained for no longer than is necessary.

The disclosure of a criminal record or other information will not debar you from gaining registration unless the authority considers that the conviction renders you unsuitable. In making this decision the authority will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. Any applicant refused registration on the ground that he/she is not a responsible person to hold such a registration has a right to appeal.

If you would like to discuss what effect a conviction might have on your application you may telephone the Licensing Officers on 01323 442666.